



Volunteer Job Description

Title—This is the volunteer’s identification. Give this as much prestige as possible.

Purpose—This is a general statement identifying what the job is and why it’s necessary.

Responsibilities—List each duty and responsibility of the job. Be as specific as possible.

Qualifications—Outline the skills, knowledge, and attitudes necessary to do this job.

Relationships—Clarify who the volunteer is accountable to. This might be the director but could also be a staff person or committee whose job relates closely to the task of the volunteer.

Time commitment—Estimate time demands of the job. Be specific! i.e., weekly, monthly, long-term basis, flexible, self-determined.

Benefits—What’s in it for the volunteer? What’s to be gained personally by doing the job?
